



**DISTRICT OF COLUMBIA COURTS  
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 09-07-064	OPENING DATE: 10-25-07	CLOSING DATE: 11-16-07	OPEN TO ALL APPLICANTS
POSITION: Accounting/Compliance Officer JS-510-13	TYPE OF APPOINTMENT: Career Service	SALARY: \$79,397 - \$103,220 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Budget and Finance	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** Incumbent has responsibility for planning, developing implementing and monitoring functions involved in the disbursement of all revenue funds and the accounting and control of cash collected, grant and appropriated funds of the D.C. Courts. Conducts bank and general ledger reconciliations. Executes day-to-day maintenance of accounting operations necessary for classification and recording of financial transactions and the disbursement of all appropriated funds under the Branch's control. Trains employees in accounting techniques and controls. Implements operating methods to ensure compliance with the Federal policies in committing funds for obligations and disbursements. Maintains fiscal accounting structure to provide control systems for transactions involving expenditures of funds from different fiscal years and sources. Ensures revenue data and reports used for financial statements are prepared on a timely basis. Works with the GSA in reviews status of fund authorizations, initiations, commitments, obligations, accounts payable and accrued expenditures.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in accounting, finance, business administration or a related degree, plus five (5) years of relevant experience. Equivalent levels of education or experience may be substituted. A certified public accountant is preferred.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Experience with the reconciliation from bank balances on the bank statement to an adjusted bank balance and the reconciliation from the general ledger ending balance to an adjusted general ledger balance so that both the adjusted bank and general ledger balances equal each other.
2. Demonstrated experience with a) electronic payments/disbursements; b) receipt verification; c) missing deposits; d) returned items/chargebacks; e) electronic importing/exporting data between general ledger and bank; categorizing deposit exceptions as missing deposits, bank adjustments or returned items.
3. Experience in collecting, analyzing, interpreting and evaluating revenue financial data in order to solve problems, prepare reports and recommend new regulations, procedures or practices.
4. Experience in developing monthly financial status reports assuring the integrity of revenue collections.

**SELECTION PROCESS:** After review of applications and ranking factor responses, a structured oral interview and/or transcripts of college course work may be required of the highest qualified candidates.

**Submit Court Application and Ranking Factors to:**

DC Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington DC 20001  
For a Court application, call (202) 879-0496, or visit our website at [www.dccourts.gov](http://www.dccourts.gov)

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.